

# Material Shortage Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a material shortage affecting our ongoing project under contract number [Insert Contract Number]. Due to unforeseen circumstances, we are unable to source the materials required to meet our schedule requirements.

The following materials are currently in short supply:

- [Material 1]
- [Material 2]
- [Material 3]

We are actively seeking alternative sources and anticipate that we will have the situation resolved by [Insert Expected Resolution Date]. We are committed to minimizing the impact of this shortage on the project's timeline and our obligations.

We appreciate your understanding and support during this time. Please feel free to contact us should you require further information or to discuss this matter.

Sincerely,

[Your Name]

[Your Title]

[Contractor Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]